

U.S. GOVERNMENT PRINTING OFFICE

Norwalk, CA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Weapons Review Journal Magazine and Cover and/or Centerfold

as requisitioned from the U.S. Government Printing Office (GPO) by the

Defense Automated Printing Service

Single Award

The term of this contract is for the period

Date of Award and ending July 31, 2001

BID OPENING: Bids shall be publicly opened at 2 p.m., prevailing Los Angeles, CA time, on August 29, 2000

CONTRACT TERM: The term of this contract is for 1 year (base year), beginning Date of Award, and ending July 31, 2001, and one option year, beginning (if used) August 1, 2001. Attention is directed to the clauses: "Economic Price Adjustment," "Paper Price Adjustment," and "Option to Extend the Contract Term."

OPTION TO EXTEND THE CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this clause. The duration of this contract, including the exercise of any options under this clause, shall not exceed two years.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be further extended for such period of time as may be mutually agreeable to the GPO and the contractor.

For information of a technical nature call Diane Abeyta, 562-863-1708 Ext. 11, e-mail at dabeyta@gpo.gov, or fax at (562) 863-8701. No collect calls.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 5-99)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised April 1996)).

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels: (a) Printing (page related) Attributes -- Level III.
(b) Finishing (item related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests - General Inspection Level I.
(b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	OK'd proofs
P-8. Halftone Match	OK'd proofs
P-9. Solid and Screen Tint Color Match	OK'd proofs
P-10. Process Color Match	OK'd proofs

The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. Facsimile bids transmitted to GPO offices will not be considered.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

EXTENSION OF CONTRACT TERM (AFTER THE CONTRACT TWO YEAR PERIOD): At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401. As an exception to GPO Contract Clause 24.(a) (4) one completed sample of the product is not required.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

PAYMENT BY ELECTRONIC FUNDS TRANSFER (EFT): Public Law 104-134 of April 26, 1996, requires that Federal agencies convert from making payment by check to paying by electronic funds transfer (EFT). Accordingly, the Government Printing Office (GPO) intends to issue payment by EFT under any contract or purchase order resulting from this solicitation, unless a contractor certifies that it does not have an account with a financial institution or authorized payment agent.

Contractors who do not have an account at a financial institution or authorized payment agent must certify this in writing to the Public Printer of the United States, and submit this statement to the attention of the Assistant Comptroller at the address below. In accordance with PL 104-134, these certificates will automatically terminate on January 1, 1999, when all contractors will be paid through EFT.

To arrange for EFT payment, contractors must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: U.S. Government Printing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401. SF-3881 is available by calling 202-512-0816 or by fax request to 202-512-1410. A new SF-3881 should be submitted for changes in company or financial institution information. Contractors already registered for EFT with the GPO need not reapply.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (Publication 310.2, effective December 1, 1987 (Rev. 5-99)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through July 31, 2001. (with option). All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

Recovered materials shall mean "recovered fiber" or "postconsumer recovered fiber". However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

By submission of a bid or offer, or by substantial performance on a small purchase, the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26985, May 29, 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Term of Contract clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the second or succeeding, if any, program year(s) (excluding reimbursable postage or transportation costs) shall be modified by the percentage increase or decrease in the seasonally adjusted Consumer Price Index as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first program year of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the succeeding program year.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of a magazine, cover, and/or centerfold, requiring such operations as electronic prepress, copy pickup, film preparation (if digital media is provided), printing, binding, packing, labeling and marking, and distribution.

TITLE: Weapons Review Journal Magazine and Cover and/or Centerfold.

FREQUENCY OF ORDERS: Approximately 2-4 orders per year.

QUANTITY: Magazine: Approximately 4,100 copies per order.
Cover and/or Centerfold: Approximately 800 copies per order.

PAGES: Magazine: Approximately 48 to 56 pages of text, plus cover.
Cover: All four cover panels print.
Centerfold: Four pages.

TRIM SIZES: Magazine: 8-1/2 x 11" (216 x 279 mm).
Cover: 11 x 17" (279 x 432 mm).
Centerfold: 11 x 17" (279 x 432 mm).

Note: Covers/centerfold to deliver 1/4" (6 mm) oversize 11 x 17-3/4" (279 x 451 mm) when these items are ordered separately from the text.

GOVERNMENT TO FURNISH:

Halftones, photoprints, black and white drawings, artwork (painting) should **not** be stripped or separated from its cardboard backing, from its frame, artwork on cardboard. These can not be bent or placed on a drum scanner. The cardboard is approximately (3 to 6 mm) 1/8 – 1/4" thick. Electronic files in zip disk or other media. Contractor must use original paintings and drawings, not the computer generated file submitted.

Electronic Media:

Platforms: Files will be created on computers using an IBM P.C.

Storage Media: 200 MB Syquest 200s/44s/E-Z 135 disk, or a CD ROM, or zip disk 100 or 250.

Software: Pagemaker 6.5, Corel Draw 8.0, or Microsoft Office 97. Must support printer driver Docutech 135 both postscript and native file.

Note: All software upgrades (for specified applications), including the system OS, which may occur during the term of the contract, must be supported by the contractor. Current or near current versions will be used.

Fonts: The contractor will support all fonts supported by the above software. Must retain original fonts/formats submitted.

A visual of the furnished electronic files will be provided. Visual will be color or black copy. Contractor to follow as a general guide for pagination, image placement, color breaks, etc.

The Government may require color separations or spot color printing for the cover and centerfold only. Halftone and artwork prints should be offset quality. Screens are to be 150 line screen or finer. Films must be output at a minimum of 2450 dots per inch resolution or better. Colors/shadings must be similar to original submitted, not darker or lighter.

Screening and overprinting may be required.

GPO Form 952 (Desktop Publishing – Disk Information), Print Order.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," herein necessary to produce the product(s) in accordance with these specifications.

ELECTRONIC PREPRESS:

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator on (562) 863-1708 ext. 11, or fax to (562) 863-8701 or e-mail to dabeyta@gpo.gov.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

The contractor shall have available all the screen and printer fonts required to successfully output each page.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

The contractor shall make all revisions. the contractor shall copy the furnished files and make all **changes to the** copy, without altering layout or moving the artwork.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

Scans and graphics placed within the layout files are for position only.

FILMS: The contractor must make all films, color separations required.

PROOFS: Contractor must deliver one full color proof, cromalin or equal and one dylux proof which can be folded, trimmed to size to the address listed below. Label all packages in accordance with DOD 5220.22-M. Proofs must be sent at contractor's expense to the following addresses:

Two set of proofs with original materials to: Defense Automated Printing Service, Nellis Air Force Base, 4349 Duffer Drive, Building 625, Suite 503, Las Vegas, NV 89191. Attn: Tony Bowker, (702) 652-2871.

One set of proofs only to: DAPS, March ARB, 1261 Graeber Street, building 2313, Room 24, March ARB, CA 92518, Attn: Jemilyn Arnaldo.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this re-proofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "OK to print."

STOCK: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

The stock to be used will be indicated on each print order.

Text and Centerfold: White Offset Book, grammage 90 g/m² (basis weight: 60 lbs per 500 sheets, 25 x 38"), equal to JCP Code A60.

Covers: White No. 2 Coated Cover, Gloss-Finish, grammage 215 g/m² (basis weight: 80 lbs per 500 sheets, 20 x 26"), equal to JCP Code L12.

PRINTING:

Text prints in black ink or one color only.

Covers I and IV print four color process, and Covers II and III print black ink only.

Centerfold prints black ink only all four pages.

INK: All inks must be opaque. If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is expected when slow drying time significantly increase production costs.

Must be printed on a press capable of printing four colors on a single pass through the press (minimum four printing units).

MARGINS: Margins will be as indicated on the print order or furnished copy. Covers I and IV, and centerfold copy bleeds all four sides.

BINDING: Text and Cover: saddle-wire stitches in two places and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

Centerfold: One copy of the centerfold folds to 8-1/2 x 11" (216 x 279 mm), (4 pages) and inserts into center of each of the magazines.

If the covers and centerfolds are ordered separately. Pack and deliver FLAT to insure no damage during transit.

PACKING: Pack in new shipping containers in equal quantities. to the address listed under "distribution."

LABELING AND MARKING (package and/or container label): Label in accordance with DOD 5220.22-M. In addition to all other required markings include the number of magazines and the numbering sequence (from No. XXX to No. YYY) of the magazines included in each shipping container on the outside shipping container label.

DISTRIBUTION: Deliver f.o.b. destination to: Defense Automated Printing Service, Nellis Air Force Base, 4349 Duffer Drive, Building 625, Suite 503, Las Vegas, NV 89191. Attn: Tony Bowker.

Approximately twice a year for the covers only: Defense Automated Printing Service, 1261 Graeber Street, building 2313, Room 24, March ARB, CA 93518, Attn; Jemilyn Arnaldo, hours of delivery are 8:00 a.m. to 3:00 p.m., Monday through Friday.

Return all copy furnished, complete set of films, with proofs to the department at the above address.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor. All films returned to the Government must be removed from the flats and gathered in page sequence. Pack films flat. DO NOT roll.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511). Furnished copy must be returned with proofs.

Furnished material and proofs must be picked up from and delivered to the Nellis AFB, NV, address listed under "DISTRIBUTION" herein between the hours of 8:00 a.m. and 3:30 p.m.

No definite schedule can be predetermined.

The following schedule begins the workday after notification of the availability of print order and furnished material:

- Contractor to preflight furnished media and report results within 1 workday
- Contractor must deliver proofs within 7 workdays.
- Contractor must pickup proofs within 5 workdays.
- Contractor must ship complete to destination within 5 workdays as specified on the print order.

Return of Government-furnished material: The contractor must return all Government-furnished material, camera copy and/or negatives furnished by the Government along with any negatives made by the contractor. These materials must be packaged and returned separate from the entire order via Registered Mail or any other traceable means. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

The deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination specified.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce for 1 year under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract.

The following item designations correspond to those listed in the "Schedule of Prices:"

I. (a) 1. 112
2. 4,592

(b) 1. 4
2. 98

(c) 1. 4
2. 98

II. (a) 66
(b) 32
(c) 112
(d) 24

III. (a) 4

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The contracting officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the "DETERMINATION OF AWARD" herein) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

Facsimile bids are not permitted.

- I. **COMPLETE PRODUCT:** Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications. All charges for films are to be charged under Item II.

	<u>Makeready and Setup Charges</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Per text page.....(Black or one ink color)...	\$_____	\$_____
(b) Centerfold..(All four pages).....(Black ink only).....	\$_____	\$_____
(c) Cover..(All four panels).....(Complete 4-color Process)...	\$_____	\$_____

(Return in Triplicate.)

(Initials)

II. NEGATIVES:

- (a) 8-1/2 x 11" (216 x 279 mm):.....per halftone (black and white)..... \$ _____
- (b) 11 x 17" (279 x 432 mm).....per color separated film..... \$ _____
- (c) 8-1/2 x 11" (216 x 279 mm).....per line negative..... \$ _____
- (d) 11 x 17" (279 x 432 mm).....per line negative..... \$ _____

III. ADDITIONAL OPERATIONS:

- (a) System Timework.....per hour.....\$ _____

Electronic prepress operations, such as Author's Alterations, which cannot be properly classified under any other item shall be charged as "System Timework". Note: Timework charges will not be allowed for manipulation of files. Any charges made under "System Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operation and/or number of hours chargeable under item III.(a).

* * * * *

BIDDERS NAME AND SIGNATURE: Fill out and return three copies of all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided and submit with the original and duplicate copies (parts 1 and 2) of GPO Form 910, "Bid". Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

(City - State)

By _____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)